

Minutes of Public Meeting
ARIZONA BOARD OF FINGERPRINTING
October 17, 2001

The Arizona Board of Fingerprinting held a telephonic meeting at the Department of Public Safety, Second Floor Facilities Conference Room, 2102 West Encanto Blvd., Phoenix, Arizona. The meeting began at approximately 9:06 a.m.

MEMBERS PRESENT

Mike LeHew
Corinne Velasquez (for a short time on cell phone)
Kim Pipersburgh
Marie Dils

MEMBERS ABSENT

Cynthia Goertz

CALL TO ORDER

ROLL CALL

Gloria Brown, the new Board employee was introduced.

MINUTES

Ms. Velasquez a motion to approve the minutes of July 17, 2001. Motion carried 4-0, with one member absent.

MOTION

BUSINESS REPORTS

After discussion, Ms. Pipersburgh made the motion to approve the first quarter budget report. Motion carried 3-0, with two members absent.

QUARTERLY BUDGET REPORT

MOTION

After discussion, Ms. Pipersburgh made the motion to approve the first quarter strategic plan report. Motion passed 3-0, with two members absent.

QUARTERLY STRATEGIC PLAN REPORT

MOTION

Mr. LeHew announced that the attorney assigned to the Board from the Attorney General's Office sent the Board an opinion

**NEW ATTORNEY AND BOARD
AUTONOMY ISSUE**

stating their opinion that Board members must represent their agencies when reviewing cases for good cause, but the Board is a separate entity for all Board issues and functions.

GENERAL SESSION

CALL TO THE PUBLIC

Vernon Waite, alternate to Board member Marie Dils, attended this meeting. Also in attendance was Gloria Brown, new Board staff member.

ADJOURNMENT

Mr. LeHew adjourned the meeting at approximately 9:32 a.m.

Approved by the Board on the _____ day of _____, 2002.

Chair

ARIZONA BOARD OF FINGERPRINTING**TENTATIVE SCHEDULES****FOR MEETINGS & HEARINGS IN 2001/2002**

Revised 10/05/01

<u>AGENDA ITEMS DUE</u>	<u>INFO TO MEMBERS</u>	<u>BOARD MEETING</u>
October 17, 2001	October 10, 2001	October 17, 2001
January 2, 2002	January 9, 2002	January 16, 2002
April 3, 2002	April 10, 2002	April 17, 2002
July 3, 2002	July 10, 2002	July 17, 2002

(Held at DPS, 2nd Floor Conference Room, 2102 West Encanto Blvd.)**BOARD HEARINGS**

<u>ACCT</u>	<u>VA</u>
October 24 2001	
	November 21, 2001
December 5, 2001	
January 9, 2002	
February 6, 2002	
March 13, 2002	
April 10, 2002	
	May 15, 2002
June 12, 2002	
July 10, 2002	
August 14, 2002	
September 11, 2002	
October 9, 2002	
November 13, 2002	
December 11, 2002	
January 8, 2003	

BOARD OF FINGERPRINTING
Quarterly Budget Report
for the quarter ending September 30, 2001

10/5/01

STARTING BALANCE

\$ -
\$ 180,964.00

Adjusted Balance* = \$ 180,964.00

Personal Services \$ 21,053.00

ERE \$ 3,632.00

Professional/Outside Services \$ 2,250.00

In-State Travel \$ -

Out-of-State Travel \$ -

Other Operating \$ 7,575.00

Capital Equipment \$ -

Sub Total = \$ 34,510.00

REMAINING BALANCE = \$ 146,454.00

*** Funding Sources:**

Regular Appropriations \$ 61,700.00

Appropriated fr/ACCT \$ 35,500.00

Extra Div for Happy \$ 8,764.00

Extra from DPS \$ 75,000.00

Total Funding \$ 180,964.00



ARIZONA DEPARTMENT OF PUBLIC SAFETY
STRATEGIC PLAN PROGRESS REPORT

Begin a new / for each budget program/sub-program goal. Complete the head information only on Page 1 of each goal. Sequentially number continuation pages for each goal.

FY: 2002 QTR: 1

PROGRAM / SUB-PROGRAM Fingerprint Identification Bureau/Arizona Board of Fingerprinting

DATE 9/20/01

Page 1 of 2

GOAL: 1. To develop and implement fair standards, rules, policies and procedures for approving good cause exceptions.

NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PERF.	ACTUAL PERF.	REMARKS
1.	Initiate the rule making process for the Board of Fingerprinting by July 30, 2002.	CP	Docket filed	6/30/2002	7/17/2001	
2.	At least quarterly, schedule open meetings with affected agencies and other interested parties to review and discuss proposed rules and policies.	OS	Number of meetings held	1	1	
3.	On an ongoing basis, continue to meet with agencies and other interested parties regarding Board policies, procedures and actions.	OS	Number of agencies, stakeholders attending meetings	10	28	

*Status Codes: OS = On Schedule

AS=Ahead of Schedule

BS=Behind Schedule

CP=Completed

CA=Cancelled

DPS 802-04145 New 7/96

ARIZONA DEPARTMENT OF PUBLIC SAFETY
STRATEGIC PLAN PROGRESS REPORT

Begin a new Page 1 for budget program/sub-program goal. Complete the header information only on Page 1 for each goal. Sequentially number continuation pages for each goal.

Page 2 of 2

FY: 2002	QTR: 1	PROGRAM / SUB-PROGRAM	Fingerprint Identification Bureau/Arizona Board of Fingerprinting	DATE 9/20/01
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GOAL: II. To provide applicants with timely decisions on their good cause exception appeals.

NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PERCENT	ACTUAL PERCENT	REMARKS
1.	By June 30, 2002, hold the average turnaround time from receipt of application to decision/hearing to 90 days for good cause exception decisions and 365 days for good cause exception hearings.	BS	Number of good cause exception decisions/hearings requests received	493	329	The number of appeals the Board receives is directly related to the number of applications completed and denied by the ACCT and Vulnerable Adult units. The Board estimated that it would receive 493 requests for appeals by the end of the first quarter. This targeted number was actually 329. The change in the law that eliminates theft as a precluder for a Class 2 card may be responsible for part of this reduction in appeals. The ACCT backlog may also be a factor. It is too soon in the year to revise the projected yearly estimate of requests received.
		AS	Number of good cause exception appeals decided/heard	24 / 36	119 / 44	The Board implemented several changes in operating procedures to streamline the appeal process and to increase the number of appeals that can be heard on an expedited basis. Partially as a result of these changes, more expedited appeals could be decided.
		AS	Average number of days from receipt of application package to decision/hearing	90 / 365	60 / 120	
2.	On an ongoing basis, review the Board requirements of appellants who desire good cause exceptions to ensure that each continues to be reasonable, essential, and relevant for the Board decision-making process.	OS	Review performed	1	1	
		BS	Compare with other states or comparable programs	AZ/Other states/programs	0	All efforts have been focused on eliminating the backlog of appeals and no other states have been contacted this quarter.
3.	By June 30, 2002, develop a restricted web site to enable the Board to review appeal information online.	CA	Web site developed	Complete	New target date: FY2003	The Board did not receive required funding for the web site and this objective has been delayed until FY 2003.

*Status Codes: OS = On Schedule AS=Ahead of Schedule BS=Behind Schedule CP=Completed CA=Cancelled DPS 802-04145 New 7/96

AGENDA ITEM NO. II. D.

BOARD OF FINGERPRINTING MEETING DATE: October 17, 2001

SUBJECT: Assignment of New Attorney from Attorney General

SUBMITTED BY: Mike LeHew

BACKGROUND INFORMATION:

Ms. Christine Cassetta, Assistant Attorney General, notified the Board that the Board's co-attorney, Tom Dennis, is now working for Maricopa County. Another attorney has been assigned to help her with Board activities. Her name is Victoria Mangiapane. (No information is available yet on how to contact this individual.)

Ms. Cassetta has also been assigned several new agencies so she will be quite busy in the future and it may be difficult for her to meet with us. She will make every effort to attend our next Board meeting.

In the meantime, she has provided a letter to the Board addressing the autonomy issue and hopes that this will resolve some of the uncertainty surrounding this issue.

BOARD ACTION REQUESTED:

INFORMATION ☒ **[X]**

ACTION ☐ **[]** (described below)

ATTACHMENTS:

YES ☒ **[X]**

NO ☐ **[]**